

Role of Non-Teaching staff for Effective Communication

Date- 23/03/2018

Speaker: Dr. Balsaraf

ASM Group of Institute had organized a training program on Role of Non-Teaching staff for effective communication on 23rd March 2018. At the beginning of the session, Mrs. Snehal Mohite welcomed and felicitated Dr. Balsaraf.

Dr. Balsaraf explained the role of non-teaching department in every organization. He told that non-teaching staff is the backbone of each & every organization.

Efficiency is totally depend upon the role of non-teaching staff. The function of non-teaching staff is service oriented. If we give prompt service to student definitely it builds good report with students. So at the time of providing services to students non-teaching staff should take care of them and give them good service with politeness.

He said non-teaching staff should always keep in mind two important elements,

1. We shall render good services to students as students are our end stakeholder so they should be happy and satisfied.
2. If we play our role sincerely then goodwill of organization definitely will increase.

At the time of conclusion Dr. Balsaraf focused on two important elements:

1. Paperless office
2. Zero Pendency.

He has explained these factors thoroughly and he had appealed to all Non-teaching staff to take initiative role to keep piece in mind and use sweet language so automatically efficiency will increase.

The session was interesting and informative for all non-teaching staff. Session ended with light refreshment.